



Montana Legislative Services Division  
Office of Research and Policy Analysis  
David D. Bohyer, Director

SENATE HIGHWAYS  
EXHIBIT NO. 2  
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January 14, 2013

TO: Members of the Senate Highways and Transportation Committee  
FROM: Dave Bohyer, Staff Research Analyst *Dave*  
RE: Support services available to Committee members

I will perform the following functions in support of the committee:

1. Draft amendments for consideration during executive action, using the same bill drafting guidelines as were applied to the original bill.
2. Draft proposed amendments upon request of individual committee members before committee action on a given bill.
3. Draft proposed amendments to be moved on Second Reading before the full Senate or House of Representatives upon request of any committee member.
4. Submit a request for and draft committee bills.
5. Review legislation and advise the committee as to constitutionality, internal consistency, possible conflicts with existing provisions and other bills, and compliance with bill drafting provisions.
6. Attend subcommittee meetings to perform the appropriate functions listed above.
7. Attend conference committee or free conference committee deliberations as assigned to perform the appropriate functions listed above.
8. Assist the committee or an individual committee member in obtaining data or any pertinent information from state or local agencies, the federal government, or other states pertaining to bills under deliberation by the committee.

My office is located on the 1st floor of the Capitol, in Room 111-C, and my telephone number is 444-3592. My regular office hours are 8 a.m. to 5:00 p.m. Monday - Friday. I also will be working most Saturdays on an unscheduled basis. During January and early February I will have extended hours.

I look forward to working with you this session, both individually and as the Senate Highways and Transportation Committee.

Respectfully.

## Senate Highways and Transportation Committee Amendments – 2013

1. Legislative staff will draft amendments only at the request of a legislator. A legislator must be willing to "sponsor" proposed amendments before the legislative services staff (drafter, editor, attorney) will devote time to an amendment.
2. Committee members are the only legislators who can move amendments to a bill while the bill is in committee.
3. Although legislators who are not on the committee may request that amendments be drafted, they must be able to convince a committee member to move, or "sponsor," the amendments while the bill is in committee.
4. Amendments for a bill that is still in committee are best requested by a member of the committee. Otherwise, if no committee member will agree to move the amendments, staff time will have been spent in drafting amendments that won't be introduced. However, once on the floor of the House, i.e. the "Committee of the Whole", a bill may be amended by any legislator.

### Time Lines for Submission of Amendments

Amendments should be verbally suggested or submitted in writing to the committee during the hearing on the bill. Suggesting amendments during the executive session is ill-advised.

Amendments to be presented to the committee for consideration during executive session must be:

- a. requested by a legislator (see 1 through 4 above); and
- b. submitted in writing to staff for drafting, legal review, function and coordination analysis, and editing by noon of the day prior to executive action on the bill.

This deadline will be even more important as the session progresses and more bills and amendments are up for consideration. Complicated amendments or substantive amendments to complex legislation can require considerable staff time to analyze, cross reference, draft, edit, and prepare accurately. Voting on conceptual amendments is risky in the event that they do not function once they are incorporated into the bill.

### Exception

A minor amendment that requires no detailed analysis or editing--such as adding an effective date--may be considered on shorter notice and/or during executive session at the discretion of the Presiding Officer. If the committee approves any amendment that is not prepared by staff in advance of executive session, the staff must be authorized to make additional amendments to accommodate and, if necessary, correct the amendments adopted.